

HOLY NAME PRIMARY SCHOOL



Policy for managing non-attendance

At Holy Name Primary School

Every day counts:

- because children achieve better when they attend school all day, every day.
- because going to school means getting a better chance at life.
- because school helps children build social and emotional skills such as communication, teamwork and resilience.
- because going to school is a legal requirement.

Preamble:

At Holy Name Primary School we manage non attendance in accordance with the guidelines of Education Queensland and have modified the guidelines within the context of our school system.

At Holy Name we believe that

Each parent /guardian of a child who is of compulsory school age must ensure that the child attends school on every school day for the educational programs in which the child is enrolled unless the parent /guardian has a reasonable excuse.

The issue of absenteeism is complex and covers a range of behaviours, including chronic absenteeism, school refusal and truancy. It is important for our school to investigate the patterns and underlying causes of non-attendance so that appropriate strategies that address the specific type of absenteeism can be implemented.

We also believe that there is no quick and simple solution, nor a "one-size-fits-all" approach to absenteeism. However, partnerships between Holy Name Primary School, parents and the local community can assist in reducing absenteeism.

Therefore, at Holy Name Primary School the way we manage non attendance is not only crucial to minimising absences but essential in the care and education of students within our community. This is why we believe in the saying "***Every day counts.***"

At Holy Name we aim to recognise attendance problems by:

- identifying absences quickly,
- following-up promptly, and
- sending clear messages to students and parents that attendance is vital in the education of students.

What you can expect from Holy Name:

- Monitoring of student attendance
- Letting you know if your child is not at school.
- Following-up any unexplained absences as soon as practicable, but within three days of any unexplained absence.
- Effective teaching strategies to engage your child in learning.
- Strategies to help you to encourage your child to go to school.

Support for families:

If your child does not want to go to school, or is missing school without you knowing, contact the school immediately for assistance.

Procedure for managing non-attendance by the school

Step 1: Parents are asked to ring the school office and report absenteeism to the school secretary / voice recorder prior to 8:00am daily.

Step 2: Teachers mark rolls electronically and the classroom evacuation roll before 8.30 am daily.

Step 3: Should a student arrive after the 8:30am bell, parents need to sign their child in on the late register sign in sheet and obtain a 'late slip' (yellow) which is in the folder located in the front office. Student then gives 'late slip' to the teacher once they have entered into the classroom.

Step 4: From 9am the School officer telephones parents regarding any outstanding absentees. If parent cannot be contacted, a message is left. School officer makes a record of action taken.

Step 5: School officer adjusts the electronic roll if necessary. (SAS)

Step 6: Afternoon Records are recorded each day after lunch. All students leaving the school grounds during the day are recorded on file at the front desk. Parents or guardians must sign students out at the front office. Students are sent down to the front office to meet with parent /guardians.

Step 7: Teacher records information for the afternoon on the school system.

Step 8: Administration officer checks the school absenteeism system regularly.

Date of Issue

26/08/14



Dr Richard Landers
Holy Name Catholic School
Chairperson

Date of Review

2019



Mrs Kathy Bliss
Holy Name Catholic School
Principal